



A Natural Attraction

City of Quinte West

Job Description

Position: Manager of Planning Services
Department: Planning and Development Services
Reports to: Director of Planning and Development Services

Purpose and Scope:

Reporting to the Director of Planning and Development Services, the Manager of Planning Services will be responsible for planning staff supervision for amendments to the Official Plan and Zoning By-law, consents, minor variances, subdivision control, site plan control and other development control activities processed in accordance with the Planning Act, and other related legislation, and other land use planning related projects. This position also assists with the management of long range land use policy matters as required from time to time.

Duties and Responsibilities:

The position will:

- Perform the responsibilities of the position within the applicable Federal and Provincial legislative and regulatory standards, and the operational policies of the City.
- Prepare and coordinate Planning Policy documents (i.e.: Official Plan, Comprehensive Zoning By-law, etc.) and assign related work accordingly.
- Assist the Director in preparing the annual estimate of expenditures and revenues for the operating and capital budgets of the Department and ensure proper control/management over the Departmental budget.
- Prepare purchase requisitions for materials and supplies to ensure efficient and effective operations of the Department.
- Review and monitor time and vacation sheets for all departmental staff.
- Prepare with Director, departmental policies and procedures, and assist other departments regarding land use planning issues.

- Coordinate, at the direction of the Director, the staff work schedules and ensure departmental training requirements are met.
- Be responsible for the day to day supervision of planning staff in the Planning Services Department, including the management and supervision of support staff, to ensure Official Plan and Zoning By-law amendments, consents, minor variances subdivision control, site plan control and other development control applications are processed in a comprehensive, effective and timely manner.
- Plan, prioritize and ensure implementation of land use planning related studies and projects.
- Assist with the recruitment and selection of staff.
- Direct and co-ordinate the activities of subordinates including monitoring daily activities and providing guidance to staff. Assist with the preparation of performance evaluation reports for employees within the Manager's supervision and complete disciplinary action as required.
- Assist the Director in responding to complaints of ratepayers and take action accordingly.
- Act as Acting Secretary-Treasurer of the Committee of Adjustment when required.
- Review and advise on various programs and legislation to implement the Official Plan and Zoning By-law or other land use related programs or projects including Federal and Provincial programs and legislation.
- Assist with establishing and implementing procedures for long range park development program.
- Ensure that effective liaison is maintained with senior levels of government and other departments of the City.
- Provide timely and accurate advice to other City Departments on land use planning related matters.
- Assist with the preparation and maintenance of appropriate land use planning related databases for use in the department and other City departments.
- Prepare written or oral and formal or informal reports to Council, its' Committees or the public as required.
- Participate in the development of departmental policies and procedures.
- Assist with the enforcement of municipal by-laws where appropriate or where directed by Council, and in conjunction with other City departments.
- Participate in the preparation of annual operating budget and long range budget program.
- Represent or ensure appropriate representation of the City at Ontario Municipal Board hearings and other tribunals on matters related to land use planning.
- Ensure adherence to the City's Occupational Health and Safety policies and procedures.
- Perform such other duties necessary and assigned to maintain the continuity of functions under the incumbent's jurisdiction.

Note: Above duties are representative of a typical position and are not to be construed as all-inclusive.

Contacts:

The position will have direct contact with:

Internal: Director of Planning and Development Services, other City Departments, Council Members, and Committees of Council.

External: General Public, Federal and Provincial Government staff and Agencies, Developers, Consultants, Contractors and Solicitors.

Education/Specialized Training/Skills:

The position will require:

A minimum of a four (4) year undergraduate Planning Degree from a University recognized by the Ontario Professional Planners Institute (OPPI) along with membership in or eligible for membership in OPPI or a 4 year undergraduate Planning related Degree with full membership in OPPI. Comprehensive knowledge, education/training and experience in one or more of the major responsibility areas are required.

This position requires a progressive and comprehensive knowledge of municipal land use planning in Ontario including subdivision control, site plan control, official plans, zoning by-laws, minor variances, consents and other aspects of municipal planning. The ability to negotiate and mediate to avoid and resolve conflicts is an essential requirement. Excellent organizational, project management, skills and strong communication skills, both verbal and written, are required.

Nice to have:

- An understanding of municipal engineering practices.

Work Experience:

- At least five (5) years of municipal experience is required. Experience in policy formulation, development review, and participation at the OMB is essential. Demonstrated leadership, communication, decision-making and public relations skills are required together with being capable of issuing clearly understandable written and oral instructions. Must have experience in computer programs including Microsoft Word, Microsoft Excel, etc. A valid Ontario Drivers' Licence with a clear Driver's Abstract is required.
- The position requires a commitment to understanding and meeting customer/community needs, working with others as a team, leading and managing change and striving continually to provide high quality, cost effective services to the community.

Decision Making:


The position is responsible for providing timely, accurate advice to the Director, department staff, Council or its Committees and other City Departments where appropriate, and to respond to the decisions and directions generated by the same.

Supervision:

- The position is responsible for managing departmental planning staff. The Manager will assign work and provide guidance and leadership to departmental planning and support staff and evaluate the performance or ensure performance evaluations of staff.

Work Environment:

- Attend evening Committee meetings on a regular basis.
- Attend evening Council meetings on an occasional basis.
- Work in an office environment.
- Occasional requirement to work in an outside environment in disagreeable conditions.



Director of Planning and
Development Services

Jan 02, 2019

Date

Manager of Human Resources

Date